

MEMORANDUM

TO: Joseph F. Weakland, City Manager
Thomas C. Martin, Mayor
City Council Members
Employees of the Department of Public Works

FROM: David L. Diedrich, P.E.
Director, Department of Public Works

DATE: February 20, 2004

SUBJECT: Annual Report

The City of Altoona, Department of Public works has enjoyed another busy year in 2003. We continued to execute the City Council approved vehicle improvements and replacement program with **\$295,570** in new equipment and vehicles. These are listed on Attachment 1 shown on accompanying photos.

We also completed **\$1,346,422** in Public Works projects ranging from the Carl Avenue Wall Replacement, Handicap Ramps, and road resurfacing. These are listed on Attachment 2 shown on accompanying photos.

The Department of Public Works continues to work hard at finding new and innovative ways to deliver effective, efficient engineering services for the City of Altoona.

WORK FORCE/PERSONNEL

The Department of Public Works work force of 74 employees in all divisions in 2002 was reduced to 66 employees due to 5 retirements, 2 resignations and 1 termination, all without replacements. An organizational chart is included as Attachment 3.

We experienced a **15+% loss** in our workforce at the Highway Yard, **15% loss** in the Electrical Department (due to not replacing any retirements/losses) and **15% loss** in Engineering. One custodian position was eliminated, reducing numbers from 4 to 3 covering the Altoona Police Building, City Hall and the Highway Yard. The Fire Department takes care of its own buildings.

We held a Holiday/Safety luncheon in December. Our safety program continues to be active and vital and saw a reduction in lost time accidents in 2003. A safety training program conducted by Health Force was held in November, 2003 to encourage employee awareness in lifting techniques and strength and stretching for shoulders to prevent injuries.

GRANTS

The Department received one grant for the City of Altoona from the Pennsylvania Department of Transportation – a Transportation Efficiency Act 21 grant for the Streetscape project on Twelfth Avenue, 14th Street to 12th Street: **\$231,000** in January, 2003.

We completed the work on the Pennsylvania Department of Environmental Protection (PADEP) Growing Greener Project for Mill Run Bank Stabilization in Altoona, Logan Township and Allegheny Township at a cost of **\$139,298**. We received an additional construction funding grant in the amount of **\$93,000** from the Corps. of Engineers and PADEP. We plan to bid this cooperative project in May, 2004 with the Baltimore District of the Corps. of Engineers. This will finish the project from South Terrace Drive to California Avenue in Allegheny Township.

WINTER ROAD MAINTENANCE

During the winter snow removal, we split the Department into two shifts so that we have workers available sixteen hours each day from 4:00 a.m. until 8:00 p.m. Monday through Friday. These shifts ran from December until April. To cover the other eight hours, we use two night watchmen who can salt, plow and immediately respond to calls until the crews are called out, if needed.

In effect, we have coverage 24 hours per day seven days a week during winter months and are able to respond to the 911, Altoona Police Department and Altoona Fire Department on an immediate basis. This works well versus having someone on call and having response time be one to two hours until proper people are called out and incurring overtime at **\$150⁺ price per call out.**

In 2003, we used **4,486** tons of salt on 175 miles of roads in the City of Altoona. We paid for this out of Highway Aid Funds at a cost of **\$112,673** (\$25.12/ton). During a short period of salt shortage, **804 tons** of cinders/anti-skid were used in addition at a cost of **\$7,879.20** (\$9.80/ton).

BUDGET

Highway Aid

We received **\$842,426** in State Liquid Fuels/Highway Aid on March 14, 2003. This budget is shown on *Attachment 4*. Transfer of funds to the General Fund increased to \$457,600 in 2003 to pay for salaries, with all projects being transferred to the Capital Budget.

BUDGET (Continued)

General Fund

Our annual budget fund for Fiscal Year 2003 (including wages) was:

Buildings	\$ 299,035
Engineering	\$ 439,751
Electrical	\$ 174,823
Highway Yard	\$1,183,555
Fleet Maintenance	<u>\$ 356,926</u>
	\$2,454,090

FLEET MAINTENANCE

We continue to provide top rate Fleet Maintenance support to the Department of Public Works, the Altoona Fire Department, the Altoona Police Department and on a reimbursable basis to Central Blair Recreation Commission. The four mechanics, one foreman, and one parts clerk maintain **175 vehicles** and execute a budget of **\$356,926**. We do all of the State vehicle inspections for the City fleet. They take pride in their work and ability to support all of the City of Altoona fleet and provide full support of 100,000 gallons of gasoline/diesel fuel annually. Four mechanics were certified for new Pennsylvania Department of Environmental Protection Emission Testing requirements to take effect February, 2004. Eighty (80) City vehicles are subject to the new Pennsylvania Department of Environmental Protection Emissions Requirements.

ELECTRICAL

In 2003, we replaced an additional **207 red and green lights, and green arrows LED's**. This completes the replacement of all the City's red light and green arrow traffic signal incandescent lights. These LED's should last three to five years versus annual replacement and will save the City 30% to 40% energy costs as well as annual labor costs. All new traffic signals have LED's in them.

The Electrical crew also performed **114 Township signal repairs** (for which the City is able to invoice), **209 City signal repairs**, and **232 street lighting repairs**.

The Electrical crew was instrumental in the decorating of the Downtown with Christmas banners and the Christmas tree in the Heritage Park Plaza. We also completed **482 electrical inspections and 69 electrical reset inspections**. The crew replaced damaged traffic signal loops, made repairs and maintained the Downtown Gateways and Heritage Plaza clock, as well as installed/removed banners for the City and various community agencies. They are our unsung heroes, always there when needed, providing quality work above and beyond the call of duty.

ELECTRICAL (Continued)

Currently, we have five of the six positions filled – 84% fill compared to 1998. This translates to a reduction or delays in service time.

CONTRACTS

The Department of Public Works prepares all the bidding contract specification packages for all contracts for the City. This includes, Public Works, Community Development and Block Grant/Planning, vehicle replacements, and Altoona City Authority, etc. We utilize the State LP³ Program to the largest extent to help save advertising and bidding costs. In 2003, we bid **15 projects** with formal bid packages, specifications and advertising for all departments. This represents a big undertaking of our administration section.

OFFICE ENGINEERING

In addition to our outside work, we continue to provide quality engineering service to the City of Altoona. Their activities include oversight and coordination of the City Hall Renovation Project, the review and issuance of permits for street openings, surveys, sewer, storm water plans, subdivision reviews, storm water management reviews, building permit reviews, traffic engineering studies, replot plans and legal descriptions for planning, floodplain management review and enforcement, deed registry, zoning plan reviews, and driveway reviews. We received **\$40,000** in fees for this work. We lost one Engineering Technician, reducing the staff from 6 to 5 due to budget cuts in 2004.

We continued our longstanding cooperative work with the Altoona City Authority providing design services and inspection of projects. We completed the Annual Chapter 94 PADEP Report, a 112 page requirement for the Altoona City Authority in March, 2003. We continued to take the lead with the Pennsylvania Department of Transportation on the Agility Program, the trading and reciprocation of services.

We also worked closely on the construction of the Chestnut Avenue Widening Project on alignment signalization, storm water management, resurfacing contracts, review and approval of Altoona City Authority utilities for this project, and signing to ensure the City's interests were being met. The 7th Street Bridge replacement/improvement project has been addressed to the State. The \$8.7 million project bids were opened January, 2004.

ROUTINE ROAD AND PROPERTY MAINTENANCE

In 2003, we received and responded to **2,567 Highway calls, an increase of 1,036**. These ranged from A-100's (pickup of dead animals) **347**, to pot holes, storm sewer grate repairs and cleanouts/flushing, and alley work. A summary of this work is attached and included as *Attachment 5*. These tasks occupy most of our crews' time throughout the year.

We restored **607** street openings caused by utility work, grossing the City approximately **\$246,522.23**. This is broken down as follows: \$30,350.00 for permits and \$216,172.23 for street restoration.

We maintained **59 acres** of City property with grass cutting, debris cleanup and weekly trash and recycling collection. This includes Highland Park, Tuckahoe Park, the medians at 17th Street and Logan Boulevard.

Property maintenance yielded yard waste and leaf pickup in the spring (**80 dump truck loads and 8 packer loads**) and fall (**54 truck loads, 45 packer loads and 297 dump truck loads of yard brush**). We repaired roads and alleys with **1,397 ton of blacktop**.

SIGNING

The three-man sign crew continues to upgrade street name signs throughout the City. In 2003, the crew made good progress (**3,301 lineal feet**) on street marking, (**200**) traffic sign replacement/repairs, (**320**) street sign replacement projects, (**55**) handicap signs and (**55**) no parking signs, for a total of **630 signs** in the City, to include stop signs, no parking signs, handicap signs, railroad crossings, etc. all in conjunction with the Engineering Department.

This crew also was responsible for **33** abandoned bicycle pickup calls.

TRAINING

Recognizing the importance of training and cross-training employees, a department-wide effort was made to make opportunities available to employees to obtain certifications, recertifications and job-specific education. *See Attachment 6*. One hundred one (101) mandays of training were received in 2003.

Employees are becoming well-versed in up-to-date information and regulations in their areas of expertise as well as reaching beyond the boundaries previously set in their jobs as they learn new software which enables them to become more efficient and effective in recordkeeping and job performance. Most training was done with low cost or no cost opportunities.

Memo to City Manger, Mayor and City Council Members
SUBJECT: 2002 Annual Report
February 20, 2003
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SUMMARY

As our Mission Statement in Attachment 7 shows, we continue to be proud stewards of the City of Altoona and take pride in our work as we operate, maintain and modernize to move the City of Altoona into the next century.

Please call if you have any questions if you want to visit our operation. We would be glad to show you around the Department of Public Works.

DLD:dle
Enclosures

Type of Bid Package EQUIPMENT	Description	Highway Aid	Amount
#99	Large 4WD Dump Truck with plow and salt spreader	Capital	\$ 93,000
	2½ cy Front End Loader	Capital 2 of 4 payments	\$ 12,513
#13	Small Dump Truck	Capital	\$ 34,800
#89	Large Dump Truck	Capital 2 of 4 payments	\$ 19,879
# 51 and #56	Two 2004 Pickup Trucks Ford F-250 with regular cab	Capital (piggyback)	\$ 46,200
#54	One 2004 Ford Ranger with regular cab	Capital (piggyback)	\$ 18,086
#64	2004 Ford Taurus Sedan	Capital (piggyback)	\$ 12,600
#426	Riding Mower/Tractor with deck attachment (replace #428 Parks)	Capital (piggyback)	\$ 18,522
#15	2004 Ford F-350 Super Duty Crew Cab Truck	Capital (piggyback)	\$ 31,800
#28	4-Wheel ATV with Plow Assembly/Accessories	Capital	\$ 6,520
#403 and #404	2 Lawnmowers and 2 Weed Eaters for 2003	Highway Aid	\$ 1,650
		TOTAL	\$ 295,570

DEPARTMENT OF PUBLIC WORKS

2003 Annual Report

Attachment No. 2 – Bid Specs for Improvements/Projects

Type of Bid Package	Description	Funding	Amount
PROJECTS			
	Carl Avenue Wall	Capital	\$ 128,505
	City Hall Parking Lot	Capital	\$ 22,700
	CDBG Paving Project	CDBG	\$ 153,525
	City Paving Project	Capital	\$ 383,769
	Guide Rail Project	Capital	\$ 14,769
	Security Fence at Highway Yard (Bid)	Capital	\$ 49,045
	Keystone Sanitary Sewer Project	CDBG	\$ 104,132
	Kipple Run Culvert (Bid)	CDBG	\$ 134,496
	Handicap Ramp Project (Bid)	CDBG	\$ 85,869
	Growing Greener II (Mill Run)		
	Construction	State Grant	\$ 132,789
	Inspection (Bid)	State Grant	\$ 16,527
	LED Traffic Signals	Capital	\$ 44,563
	Repointing Fire Station No. 1	CDBG	\$ 75,733
		Bold denotes - Bid (All others - Final)	
		TOTAL	\$ 1,346,422

Attachment No. 2

Date: 1/19/04

Attachment No. 5

To: David Diedrich, PE, Public Works Director
From: Brendan M. Kelly, Highway Superintendent
RE: Bureau of Highways 2003 Annual Report

Work Performed by Highway Crews January 2003 – December 2003.

PERSONNEL: Two resignations. As a result of staff reductions, three City Employees exercised their right to bump into the Bureau of Highways, which resulted in the lay-off of three other employees.

SEASONAL OPERATIONS:

WINTER ROAD MAINTENANCE: SALT: 4,486 TONS OF ROAD SALT DISTRIBUTED BY CREWS. Due to a short period salt shortage 804 Tons of Cinders / Anti – Skid were used in addition.

SPRING / SUMMER: Yard Debris collection 80 Dump Truck Loads, 8 Packer Truckloads Collected On Monday April 14 & 21, and Tuesday April 15 & 22, 2003. Citywide Street Sweeping, Pothole patching program, Storm Drainage cleaning, flushing and repair work, Utility Cut restoration, Grass Mowing

Contract Paving Program preparations.

FALL: Utility Cuts continue – State routes included, joint sealing, **Fall Leaf collection – Mondays – Thursdays, November 3 – 26th (includes yard brush week of November 3) Brush – 54 Truck loads, Leaves 297 Dump Truck loads, 45 Packer Trucker Loads.**

North & South Area Crews:

Addressed 2,567 various Citizen complaints including:

347 A-100's (dead animals)

33 Bicycle pickups

42 Roadway or Alleyway Litter complaints, including discarded furniture, Trash, etc.

35 downed trees or branches

Area crews used 1,743 tons of Blacktop, 937 Tons of stone and 199 cubic yards of concrete in Roadway and Alley Maintenance, Storm Inlet Repairs and Utility cut restoration.

Cut Crew: 510 Utility Cut Restorations, Street Sweeping Citywide

Storm Inlet Crew:

139 Inlet Repairs
1,396 Inlets cleaned and flushed

Materials:

18 Skids of Bricks
66 Bags of Mortar
27 tons of sand
750' of Drainage Pipe

Property Maintenance continued to maintain 59 Acres of Public Right of Way and City owned properties (Grass Mowing, debris cleanup, etc.) Weekly trash & recycling collection at all City facilities.

Sign Crew:

New Sign Installations or Replacements

200 "Stop" Signs

200 Street Markers 120 Miscellaneous Signs

55 "No Parking" Signs

55 "Handicap Parking" Signs

Pavement Markings

3, 301 Lineal Feet of Stop Bar

and Crosswalk

FLEET MAINTENANCE:

State Inspections, Vehicle Repairs, Preventative Maintenance and the Fuel Supply for all City Departments.

Equipment Replacements:

2003 Freightliner Dump Truck w/ Plow & Salt Spreader – replaces 1990 Dump Truck

2004 Ford Taurus – replaces 1991 Dodge Shadow

2004 Four Wheel Drive Ford Diesel Pickup w/ plow – replaces 1988 Pickup Truck

2004 Four Wheel Drive Ford Diesel Pickup w/ plow – replaces 1986 Pickup Truck

2004 Four Wheel Drive Ford Ranger – replaces 1991 Pickup Truck

One 2004 Four wheel drive snow plow Utility Vehicle (bridge walkways, Downtown Malls, etc.)

TRAINING:

Supervisory "DRUG AND ALCOHOL AWARENESS" including "Reasonable Suspicion" testing procedures. This class was held January 14 and 16, 2003 at the Lytle Group of Hollidaysburg, the City's Substance Abuse Professional. Three Highway Employees per session attended.

LTAP – "WORK ZONE TRAFFIC CONTROL" APRIL 8, 2003 one half-day class @ the Highway Yard. Thirty-four City Highway & Electrical Employees attended.

"HOW TO SUPERVISE PEOPLE": August 20, 2003 @ The Days Inn of Altoona. This was a full-day training seminar conducted by a Fred Pryor instructor. The three Highway Foremen and the Superintendent attended.

"ROAD MASTERS ROUNDTABLE" August 21, 2003 conducted by the Pennsylvania State Association Of Townships @ Blue Knob. Two Area Foremen, One Crew Leader and the Superintendent attended.

"Ergonomics Intervention": September 30, October 7, 14, 21, & 28, 2003 @ the Highway Yard. A one hour course was presented by Bon Scours Holy Family Hospital and designed to teach proper body mechanics as well as stretching techniques to perform the type of physical work encountered by the Highway and Electrical Bureaus. All employees attended in-groups of 10 to 12 per session.

AMERICAN PUBLIC WORKS SYMPOSIUM and Plow Truck Rodeo held in Grantville, Pa. October 1st and 2nd. One Foreman, One Crew Leader, One Maintenance Worker and One Equipment Operator attended. As the City's first-ever participants in such a Rodeo, two Highway workers competed and placed in the top third of the competitors entered.

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PROJECTED 2003 HIGHWAY AID/LIQUID FUELS TAX BUDGET

EXPENDITURES		
Line Item – 350	Description	Amount
437-999-4685	Major Equipment Purchases – transfer to Capital	\$ 0.00
437-999-4695	Minor Equipment Purchases	\$ 10,000.00
437-999-4719	Cleaning of Streets and Gutters	\$ 16,000.00
437-999-4715	Winter Maintenance Services + \$12,000	\$ 202,000.00
437-999-4747	Traffic Control Devices 44,000 + 12,000 + 4,000	\$ 120,000.00
437-999-4767	Street Lighting + Electricity \$194,000 + \$2,200	\$ 206,200.00
437-999-4734	Storm Sewers and Drains + \$10,000	\$ 20,000.00
437-999-4682	Repairs of Tools and Machinery	\$ 10,000.00
437-999-4679	Maintenance/Repairs of Roads and Bridges*	\$ 515,494.00
PROJECTS		
Line Item -- 350	Description	Amount
437-999-4684	Resurfacing – Capital	\$ 0.00
437-999-4687	Bridges and Viaducts	\$ 0.00
437-999-4688	Guide Rails – Capital	\$ 0.00
437-999-4691	Curbs	\$ 0.00
	TOTAL	\$ 1,099,694.00
INCOME		
Line Item – 350	Description	Amount
	Beginning Balance <i>(Estimate)</i>	\$ 208,588.00
330-000-3326	2003 Allocation <i>(Estimate)</i>	\$ 843,206.00
330-000-3080	2003 Turnback Allowance <i>(Estimate)</i>	\$ 2,900.00
361-000-3080	Interest <i>(Estimate)</i>	\$ 25,000.00
390-000-3899	Refunds <i>(Estimate)</i>	\$ 20,000.00
	TOTAL	\$1,099,694.00

*Includes \$706,700 Transfer to General Fund plus removal of \$288,200 from General Fund to Highway Aid and \$470,000 to Capital.

Attachment No. 6

2003 Public Works Training

<u>Topic</u>	<u>Source</u>	<u>Course Length</u>	<u>Number Attending</u>
Drug & Alcohol Training	Lytle Group	1 day	6
NPDES Phase II and Stormwater Workshop	Blair Co. Conservation & PADEP	½ day	2
Work Zone Traffic Control	LTAP	½ day	35
How to Supervise People	Fred Pryor	1 day	3
Equipment Operator Training	PSATS	1 day	4
Road Masters Roundtable	PA State Assoc.	1day	4
Ergonomics Intervention – Body Mechanics	Health South	1hour	50+
Public Works Symposium/Plow Truck Rodeo	American Public Works Assn.	1 day	4
Emissions Certification	PA Dept. of Environmental Protection,	1 day	4

2003 Public Works Training

<u>Topic</u>	<u>Source</u>	<u>Course Length</u>	<u>Number Attending</u>
PA Inspection Meeting Bulletin EB03-02	State through Frank Rabits Auto Center	3 hours	5
Security at City Hall	Officer Rick Johnson	2 hours	17
Storm Water Mgmt. Site Design	PA Environmental Council/Blair Co. Conservation Dist.	2 days	1
Storm Water Mgmt. Site Design	PA Environmental Council/Blair Co. Conservation Dist.	1 day	1
NPDES Training		1 day	2
Auto CAD 2004 Civil/GIS	CAD Research	1 day	3
Roadway Safety Improvement	LTAP	½ day	1
GIS Seminar	Towson University	1 day	2